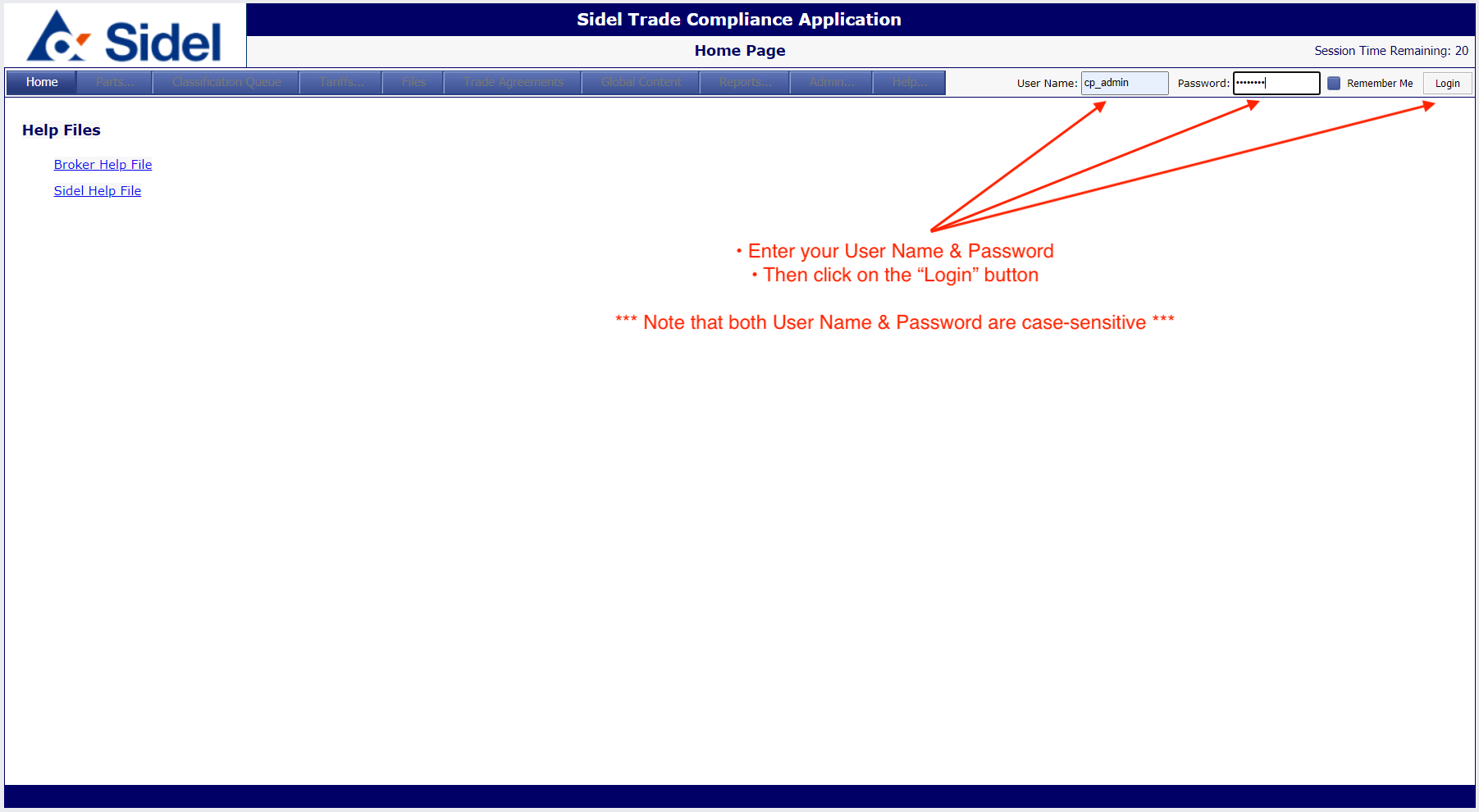
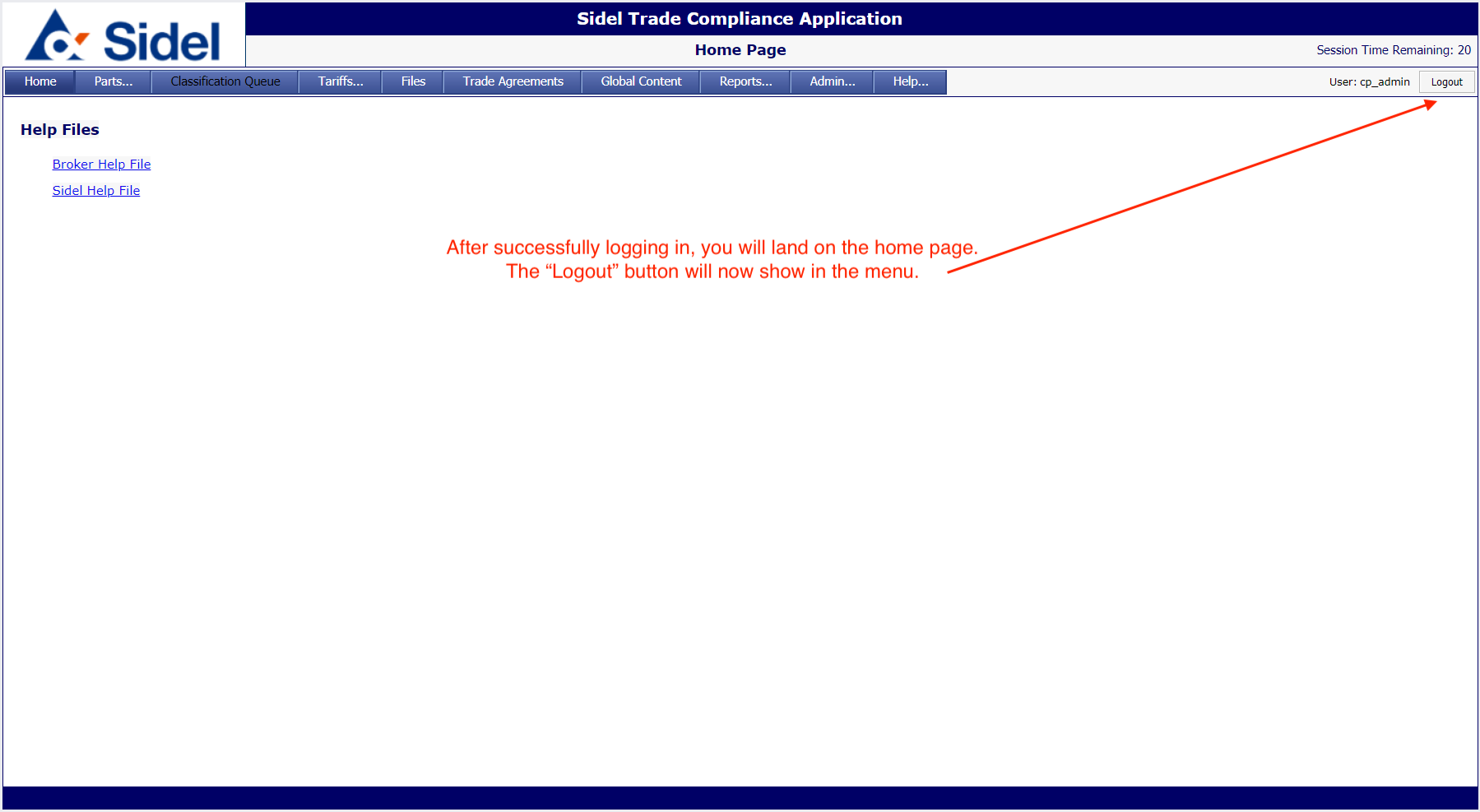
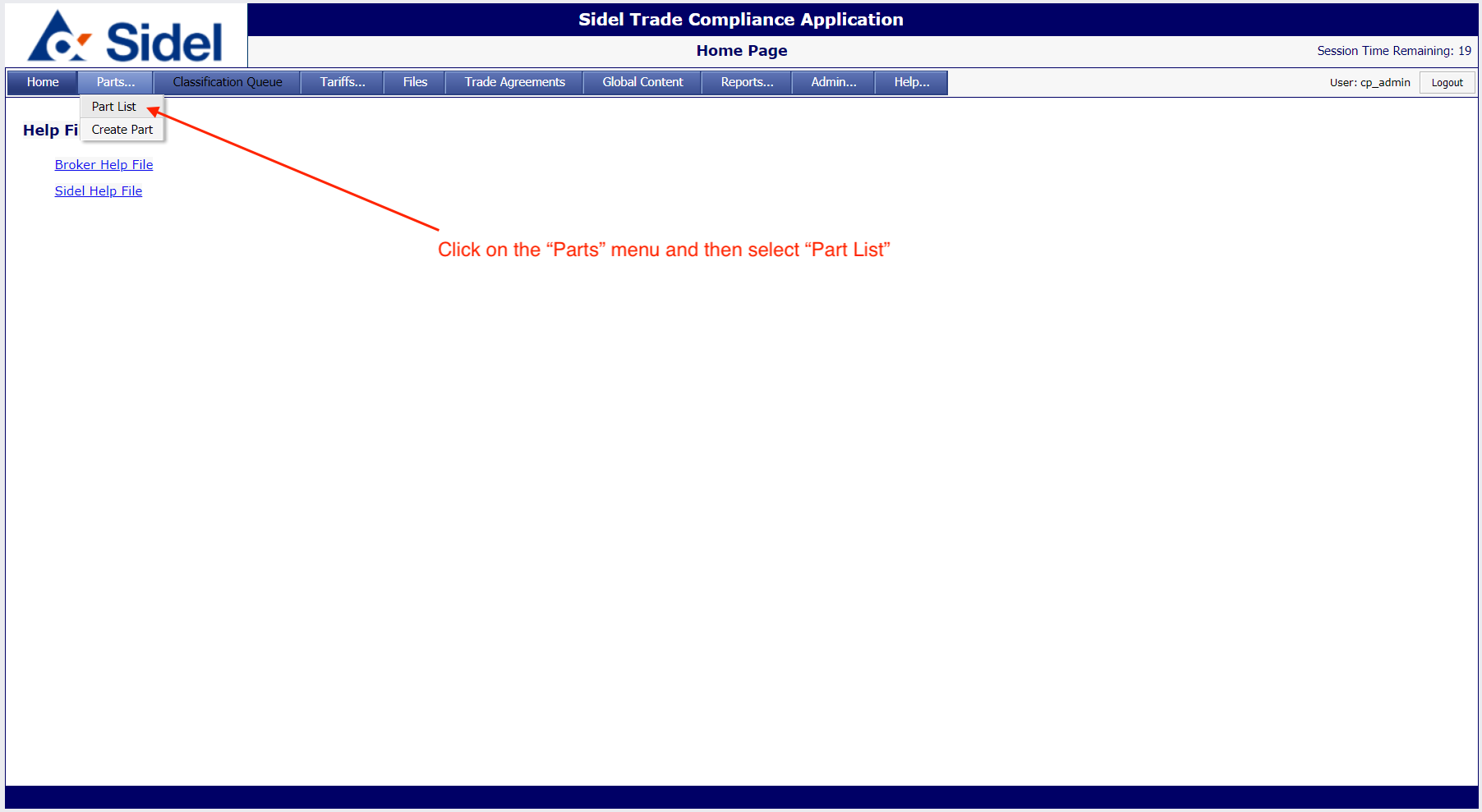
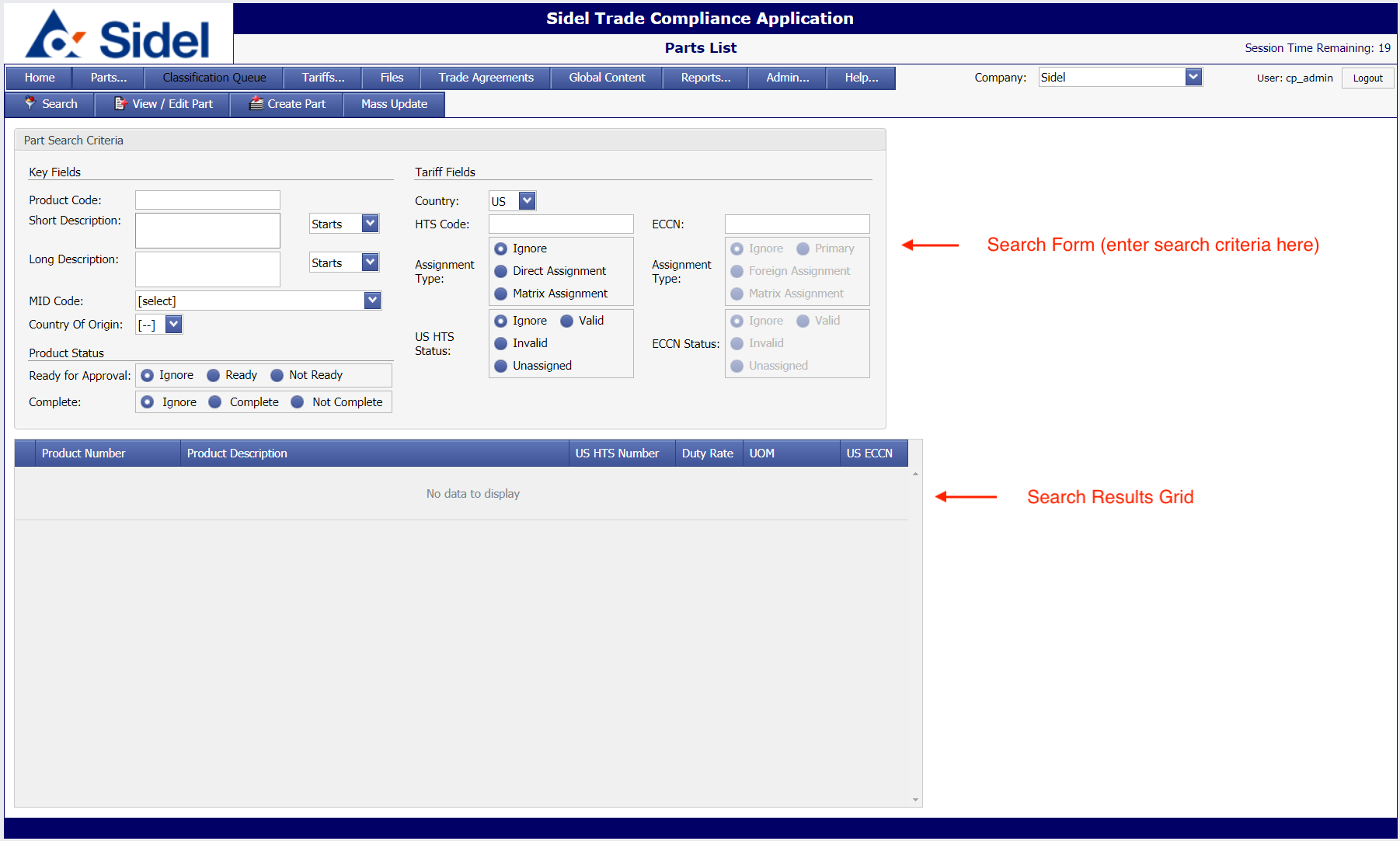
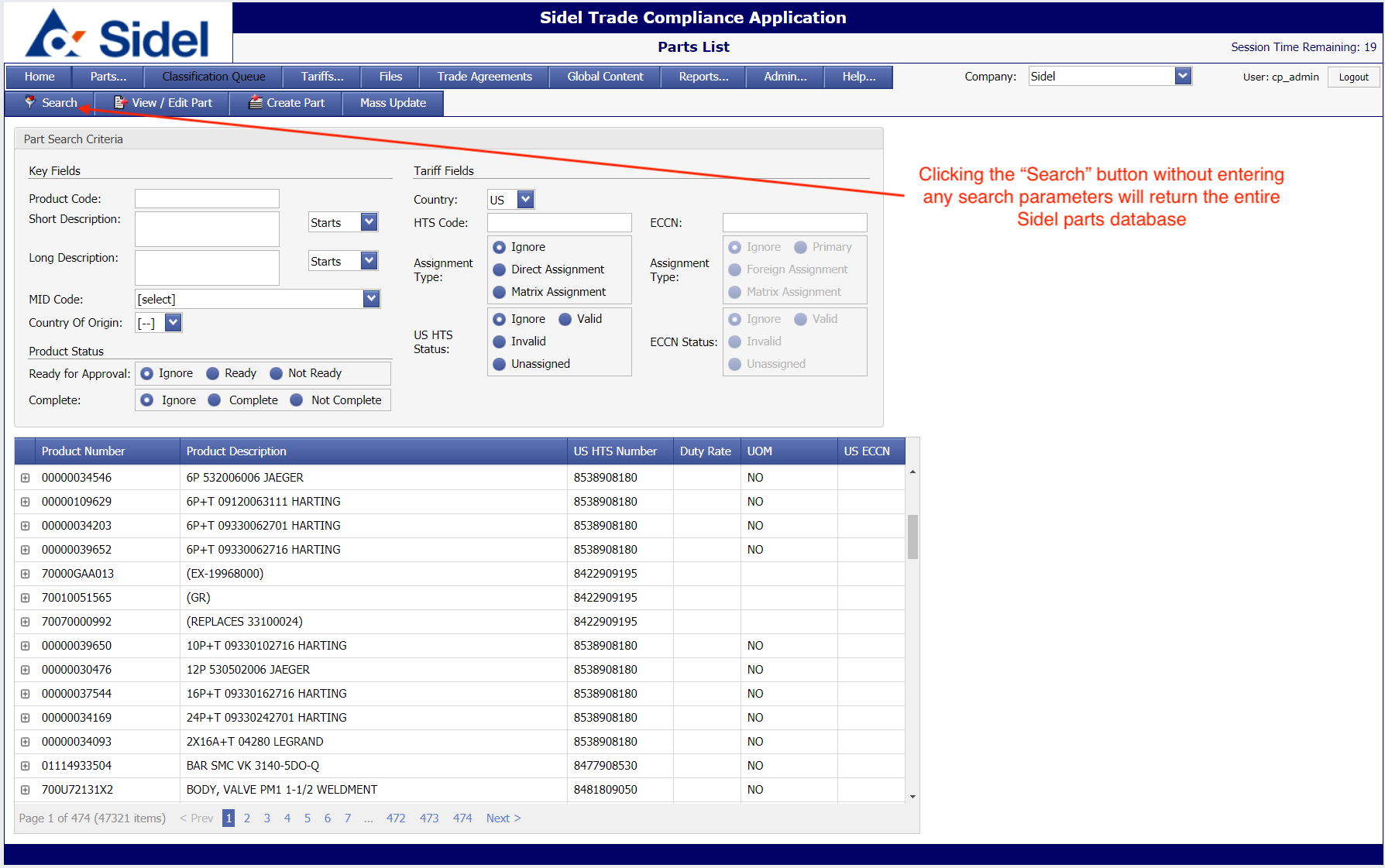
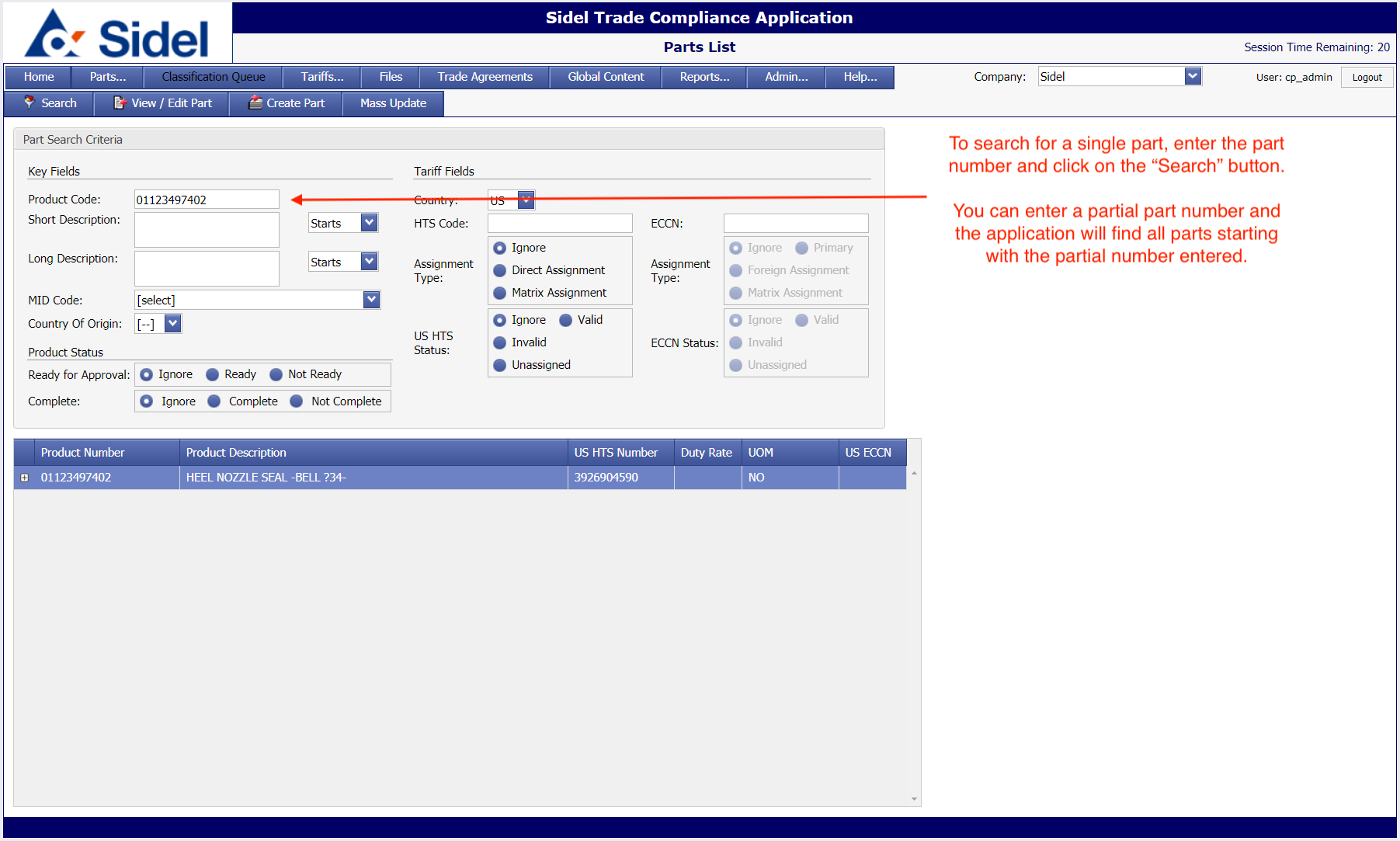
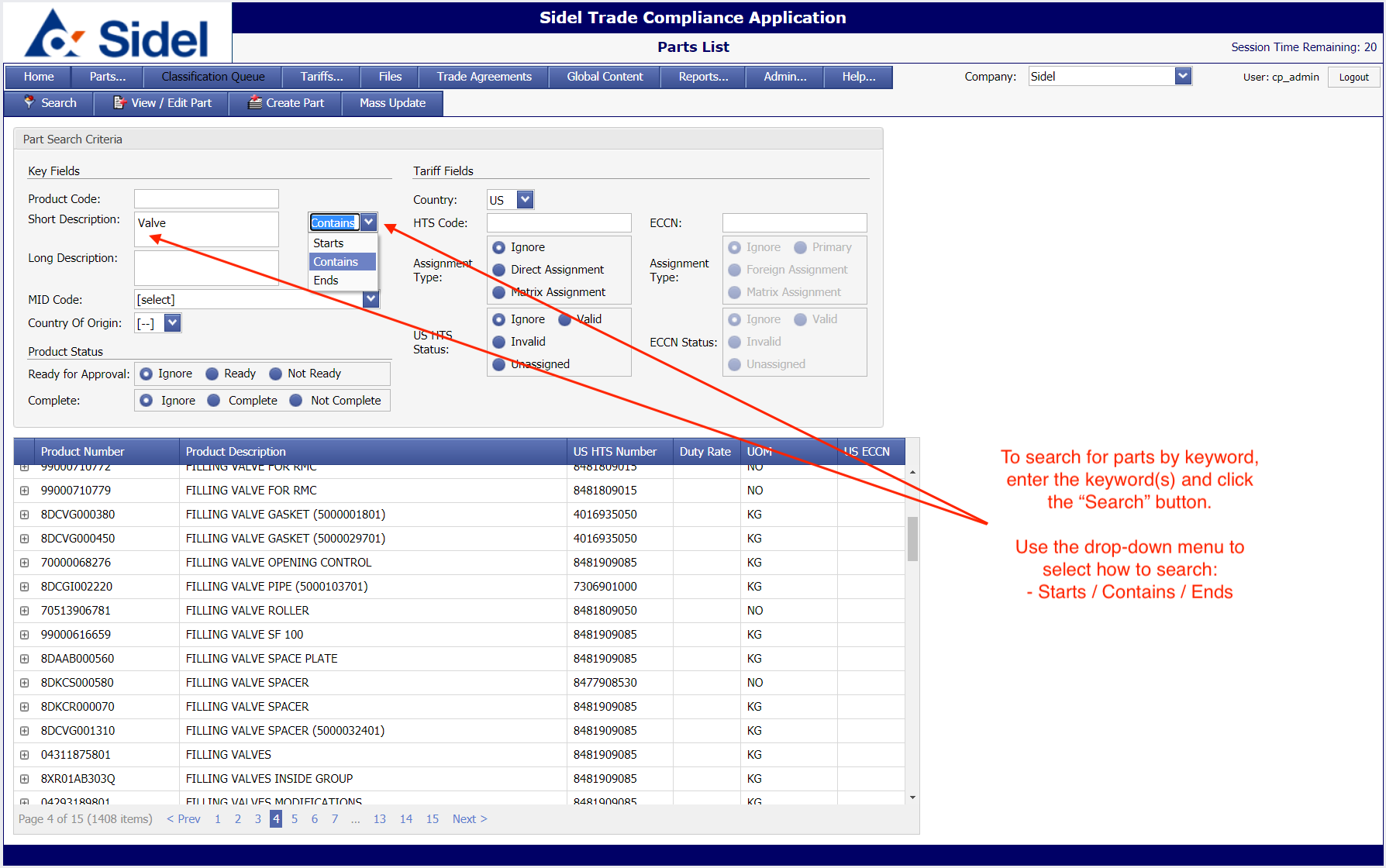
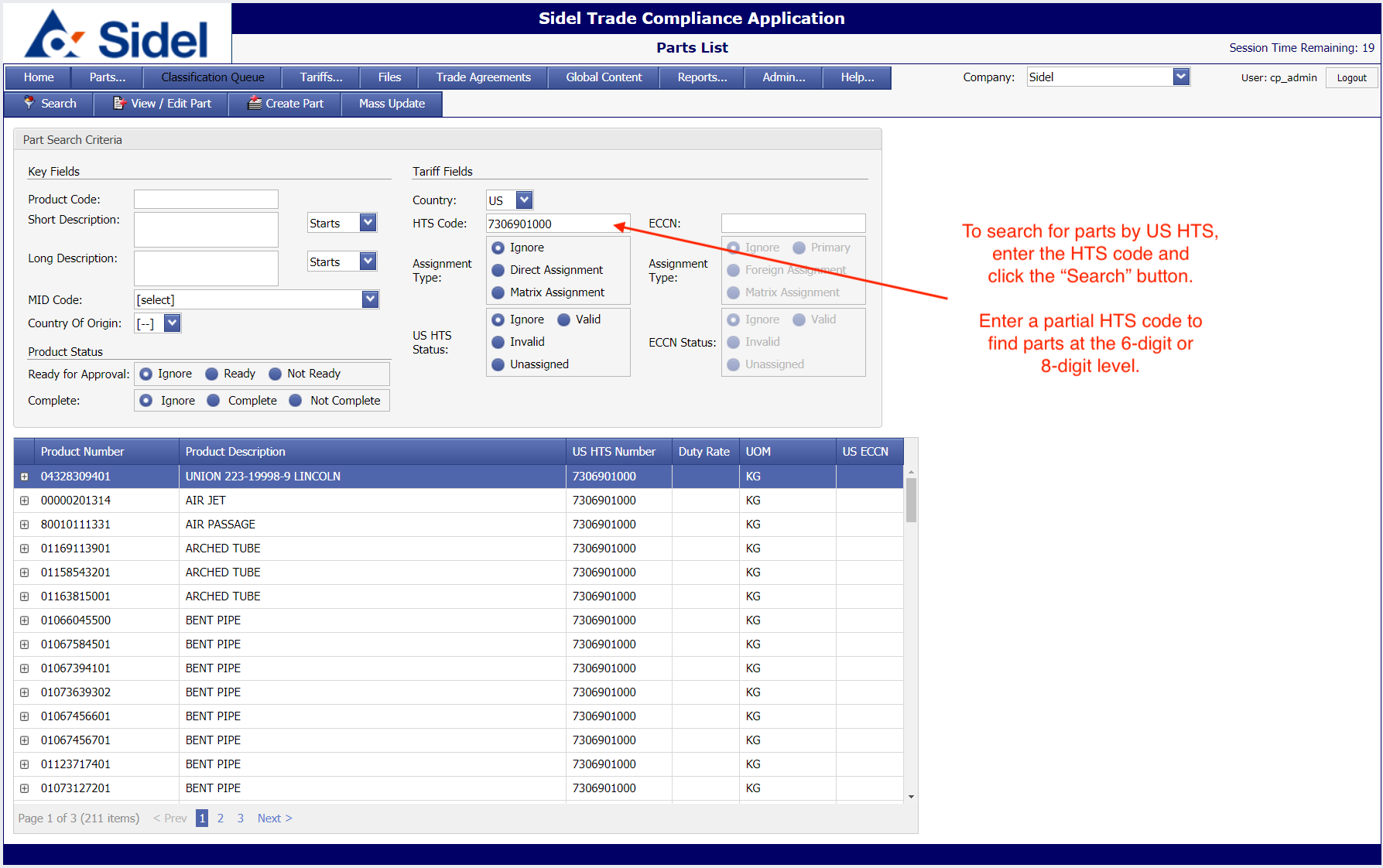
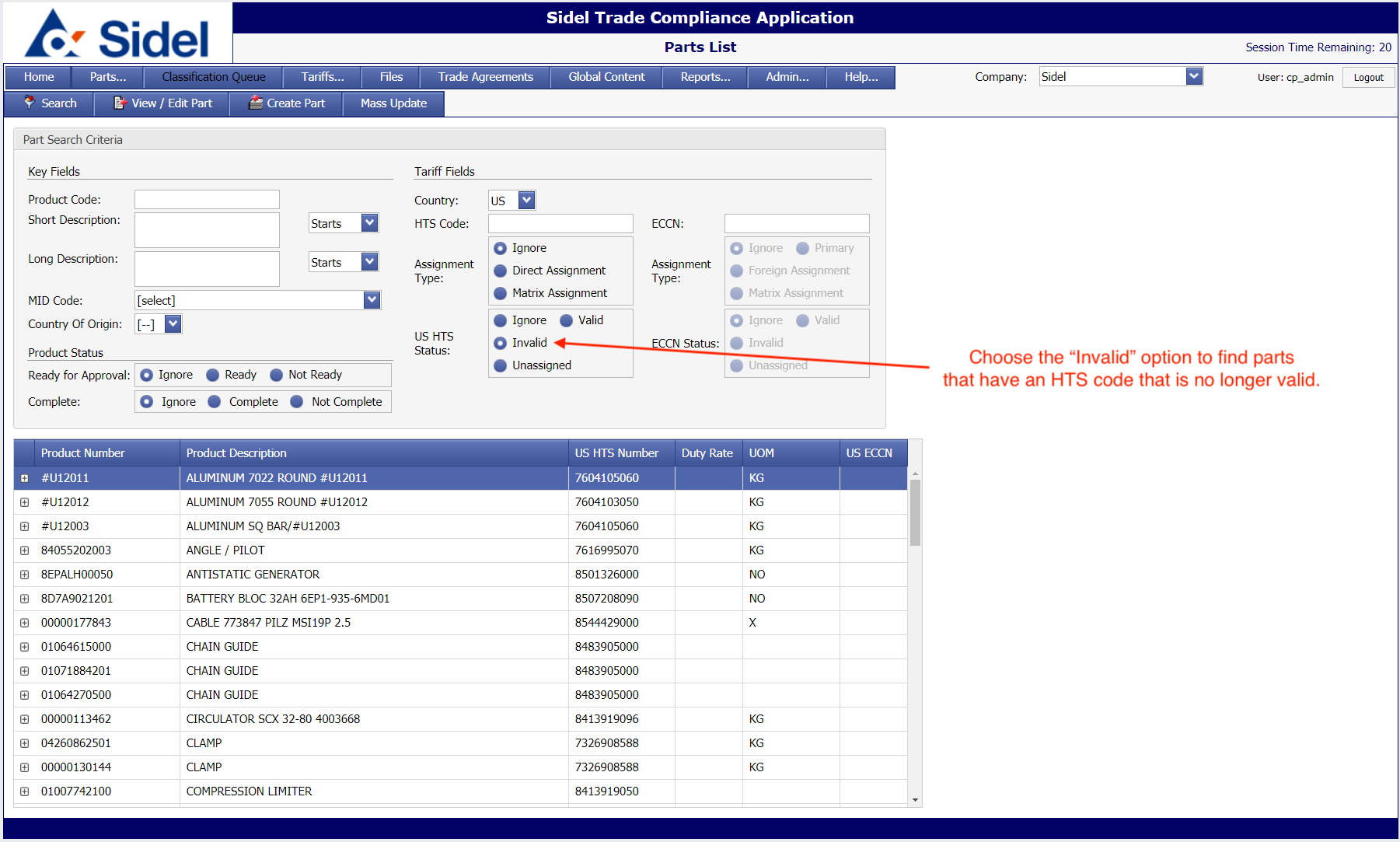
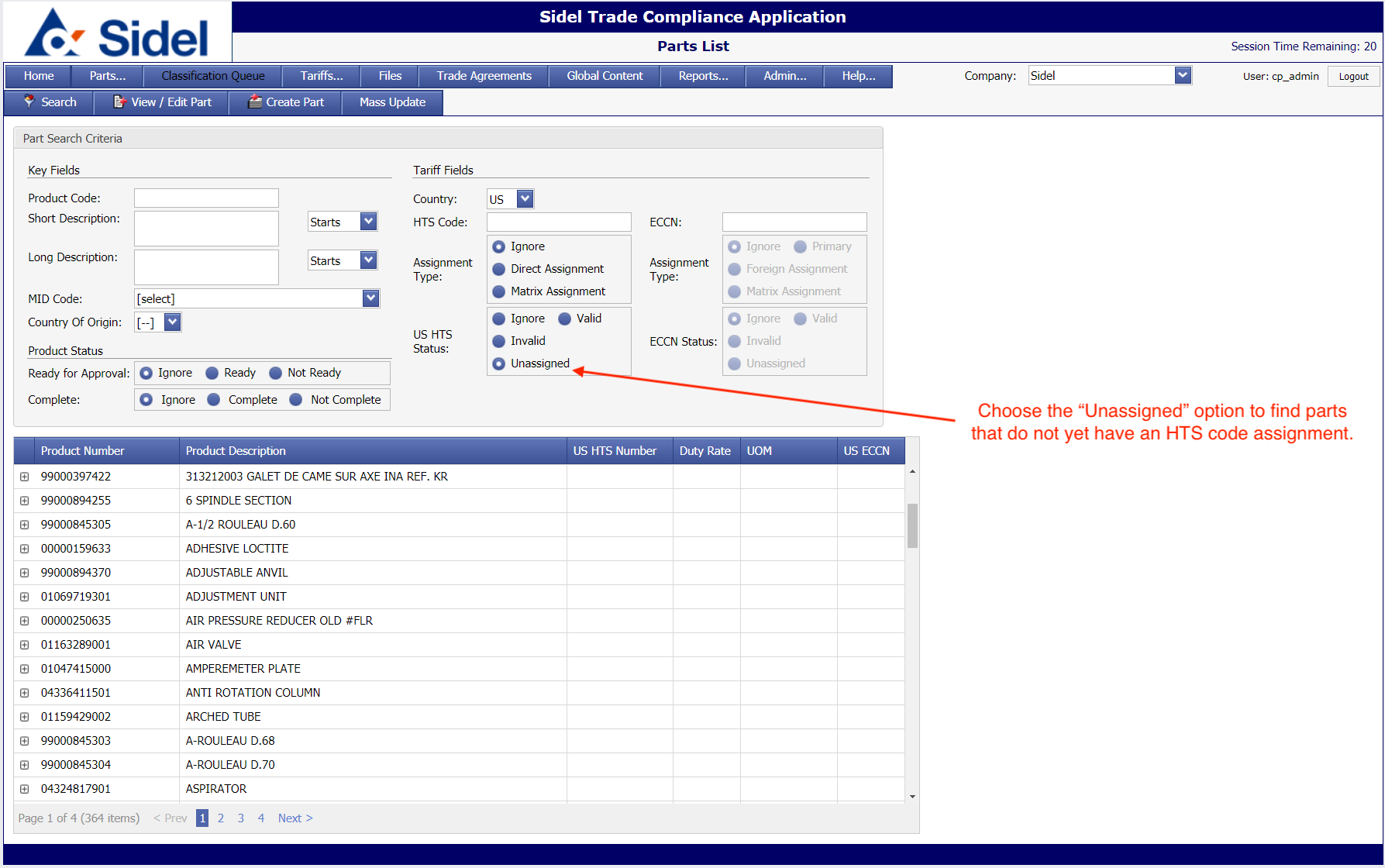
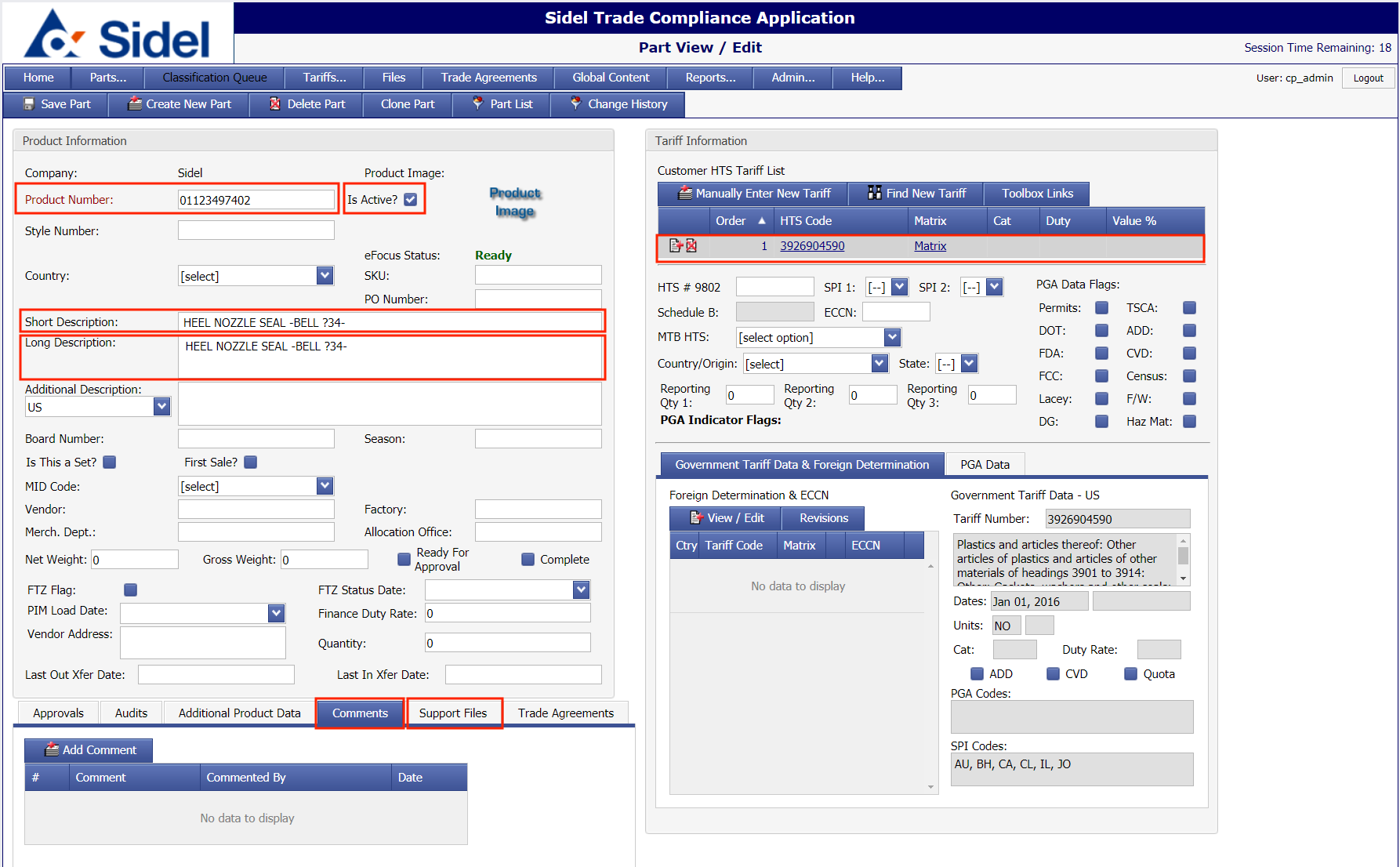
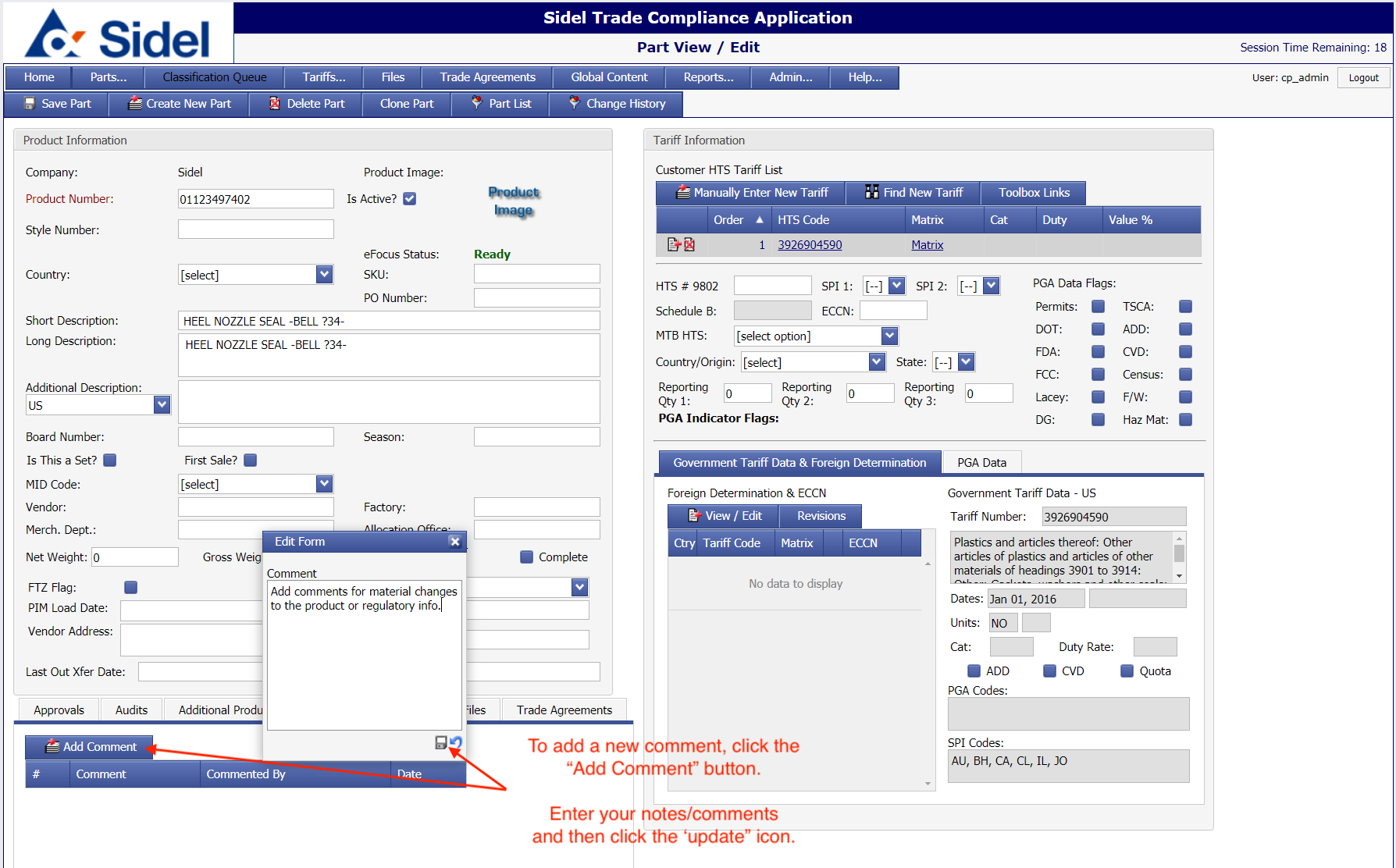
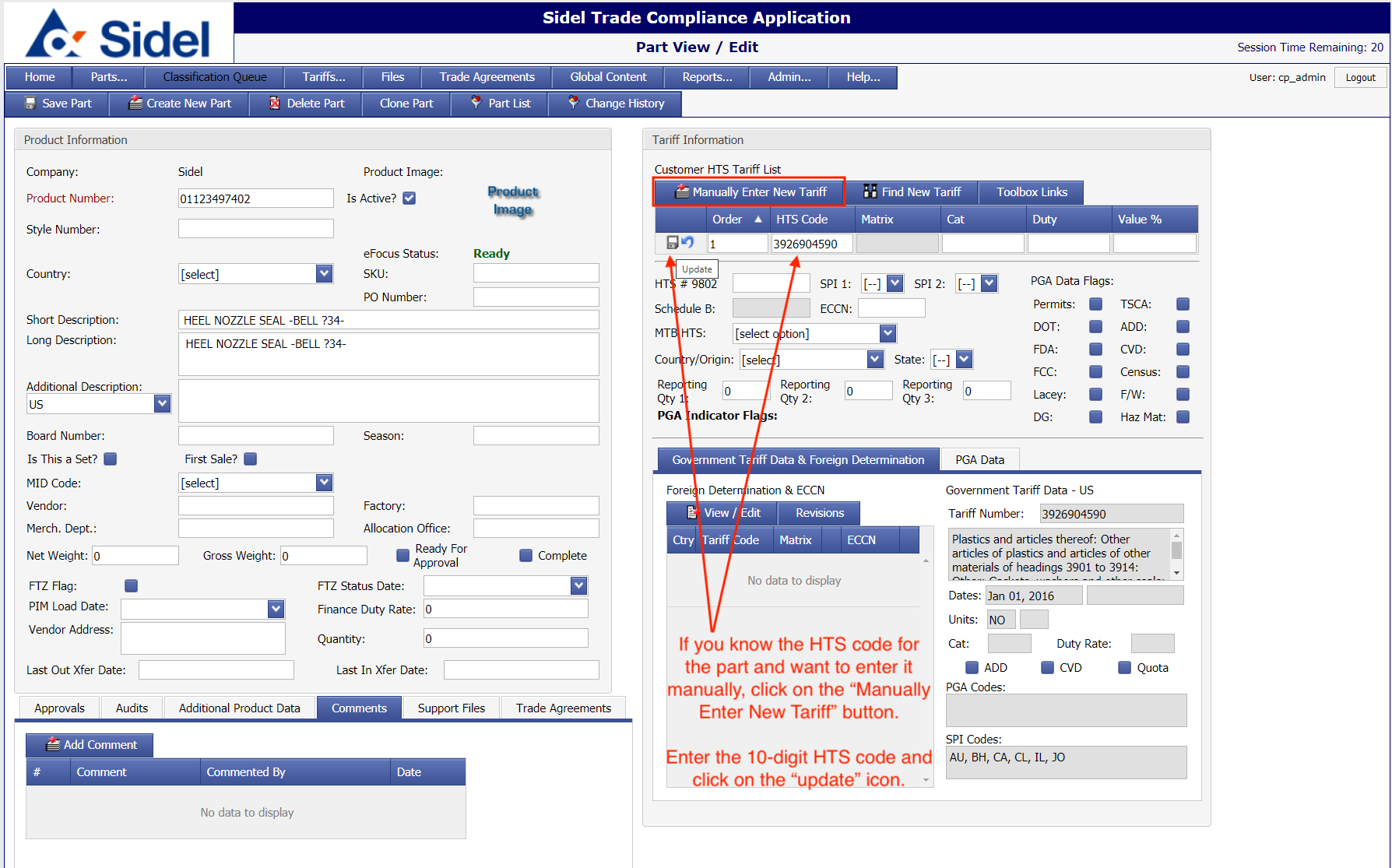
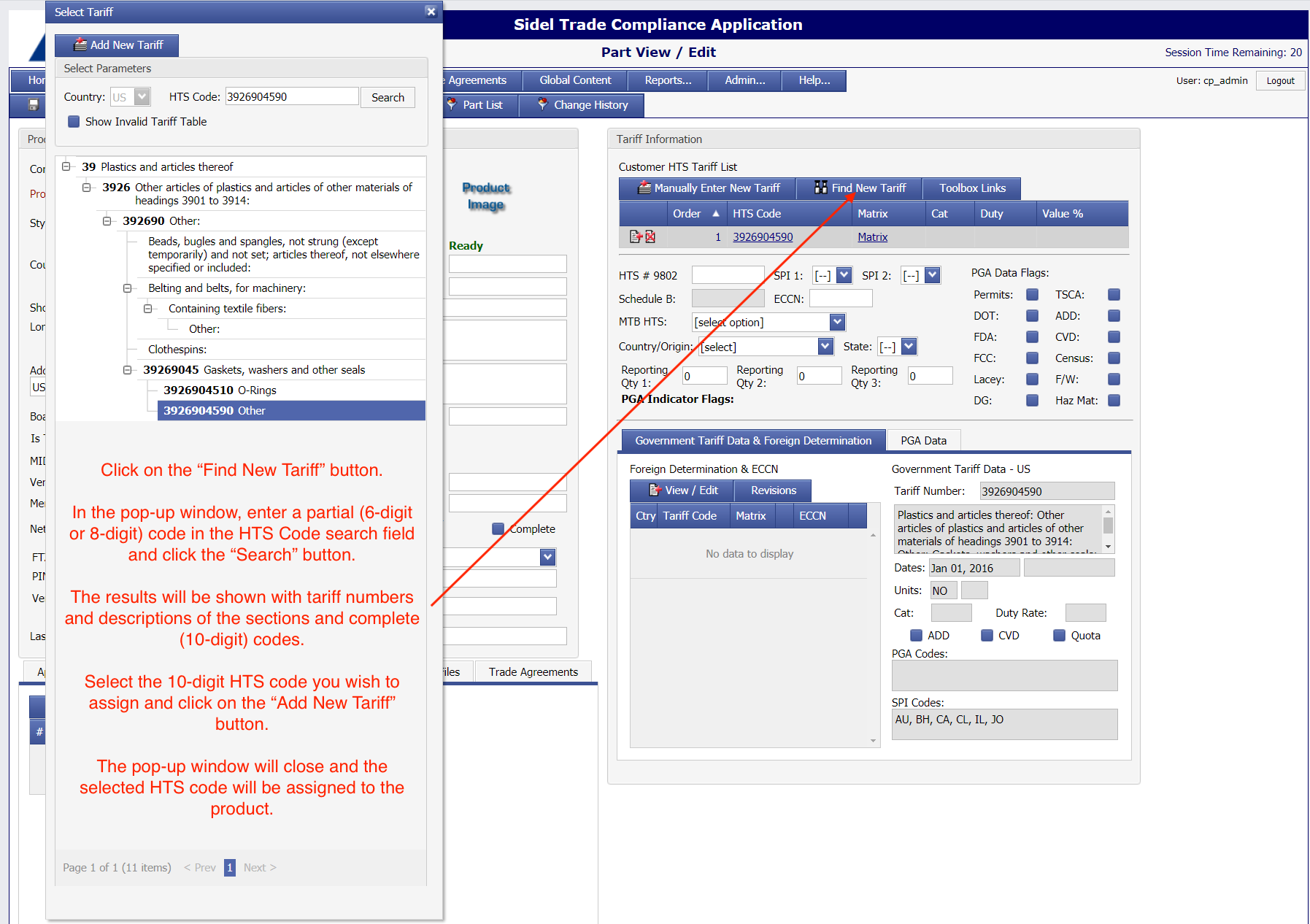
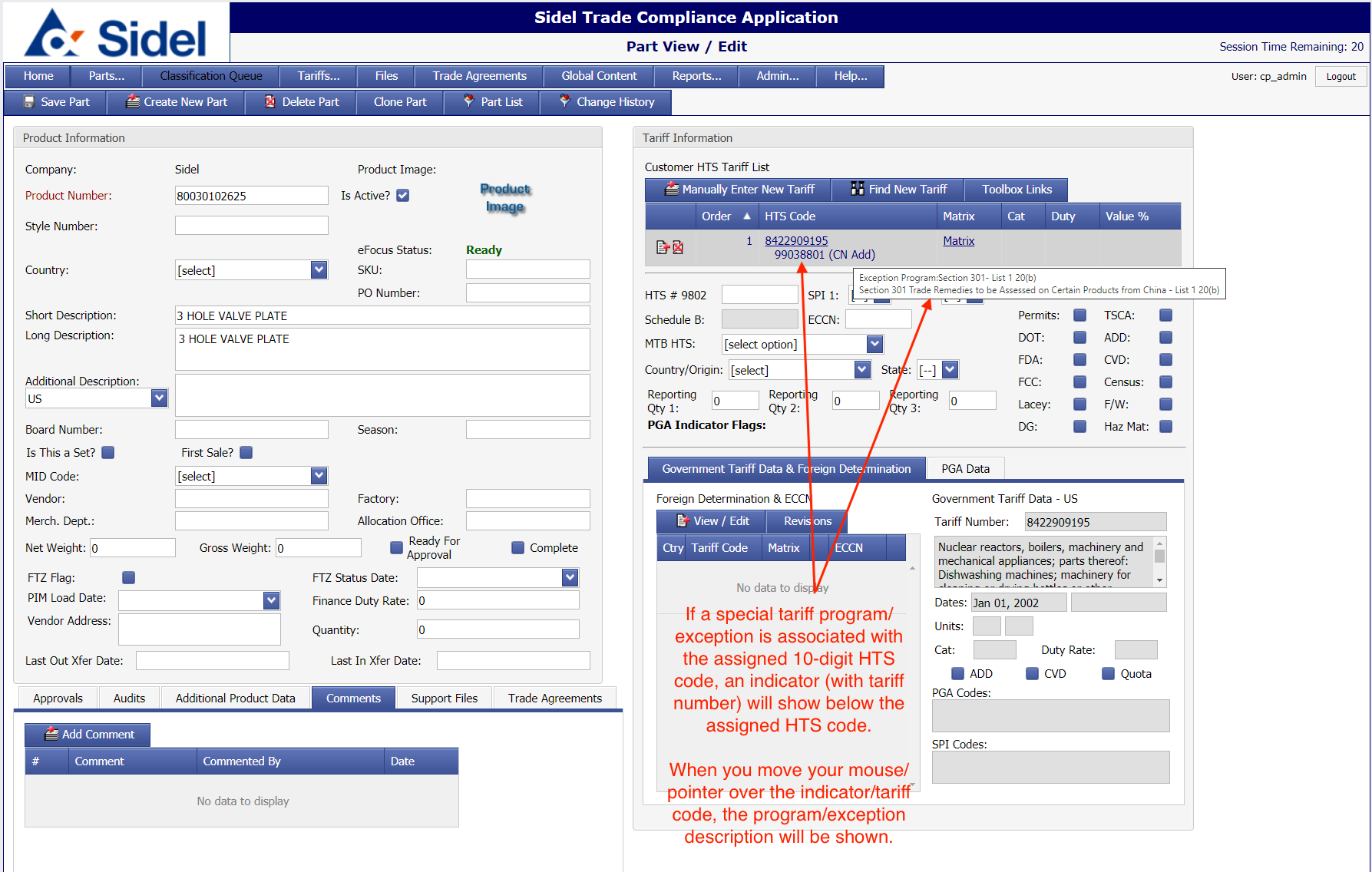
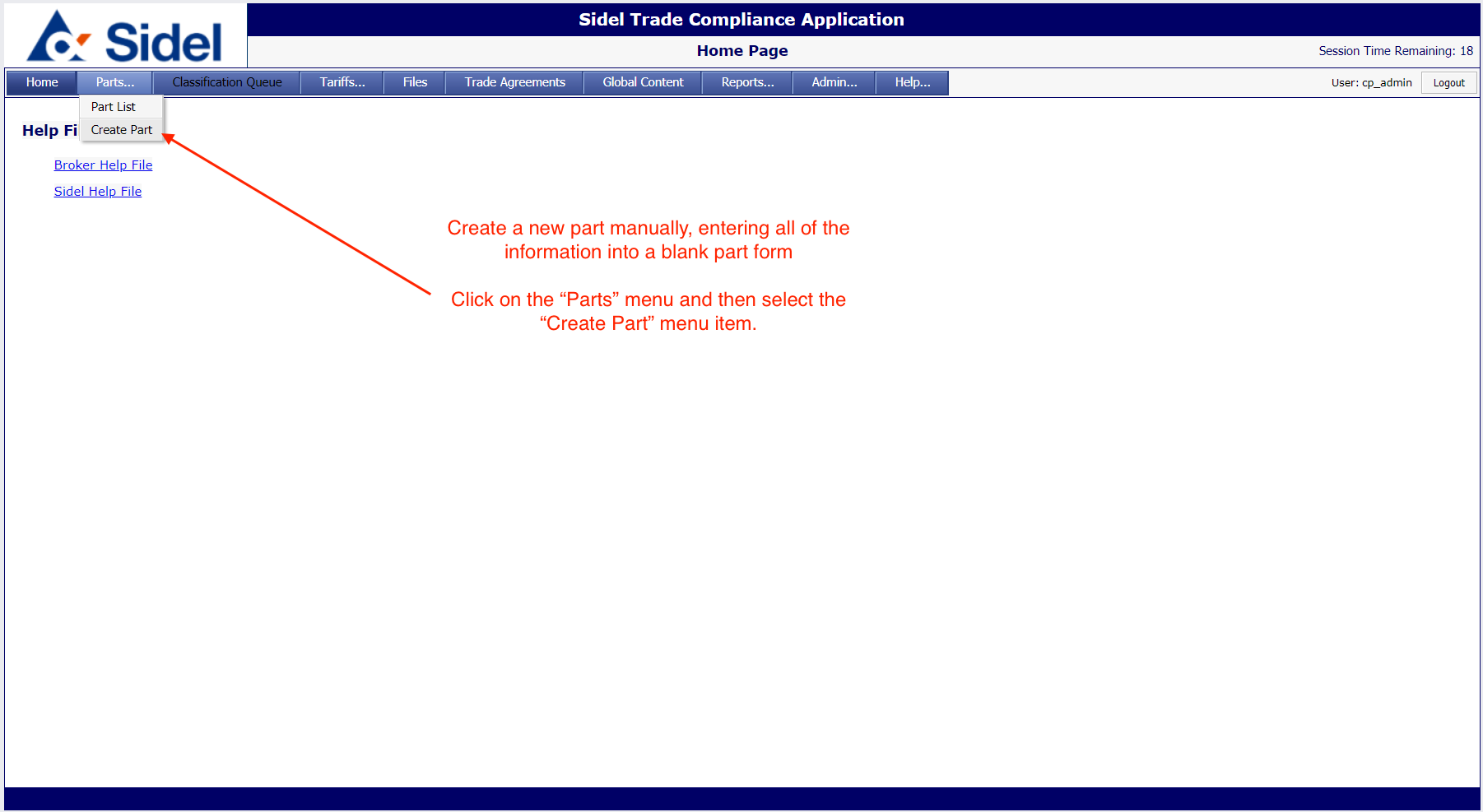
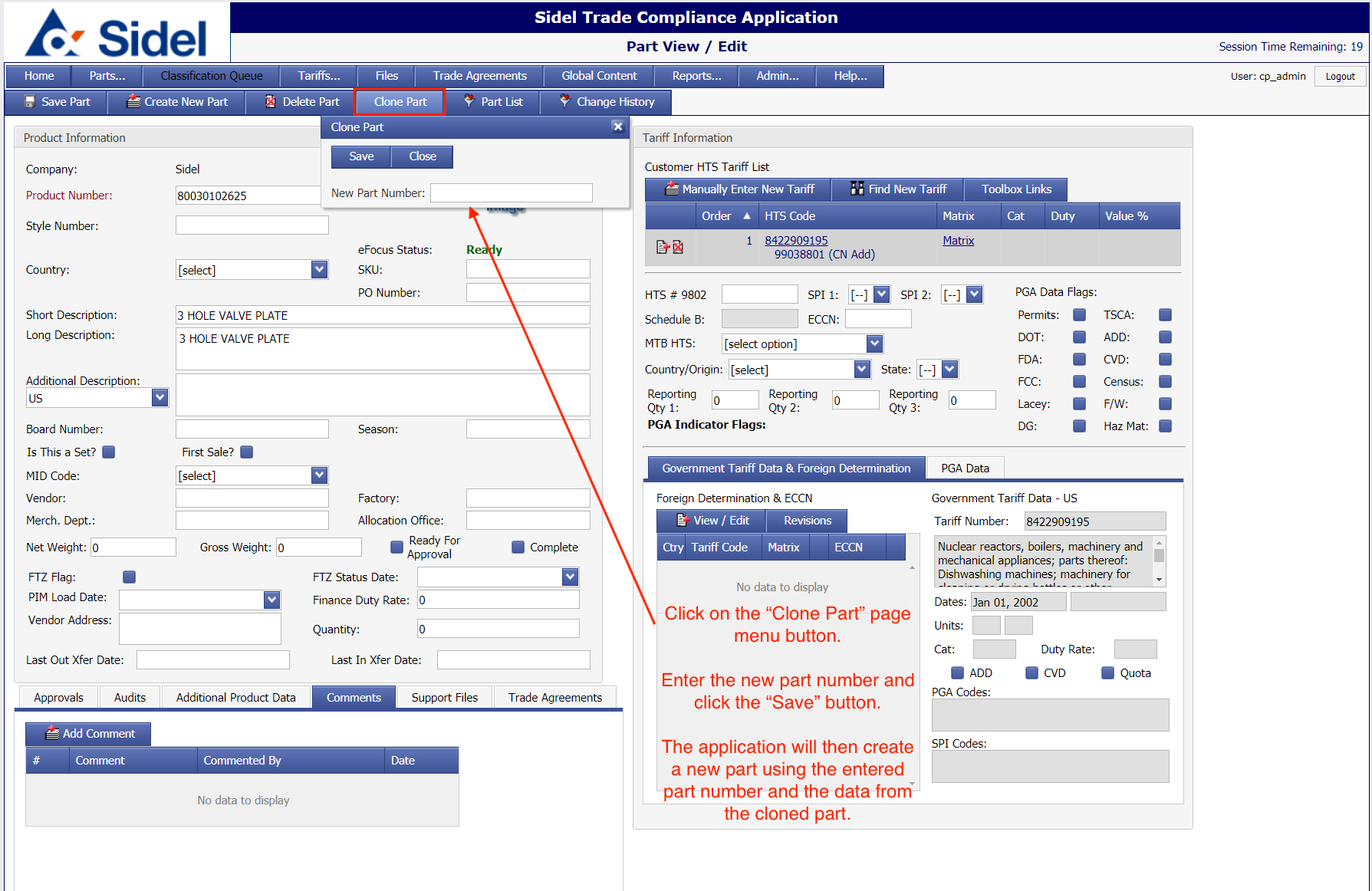
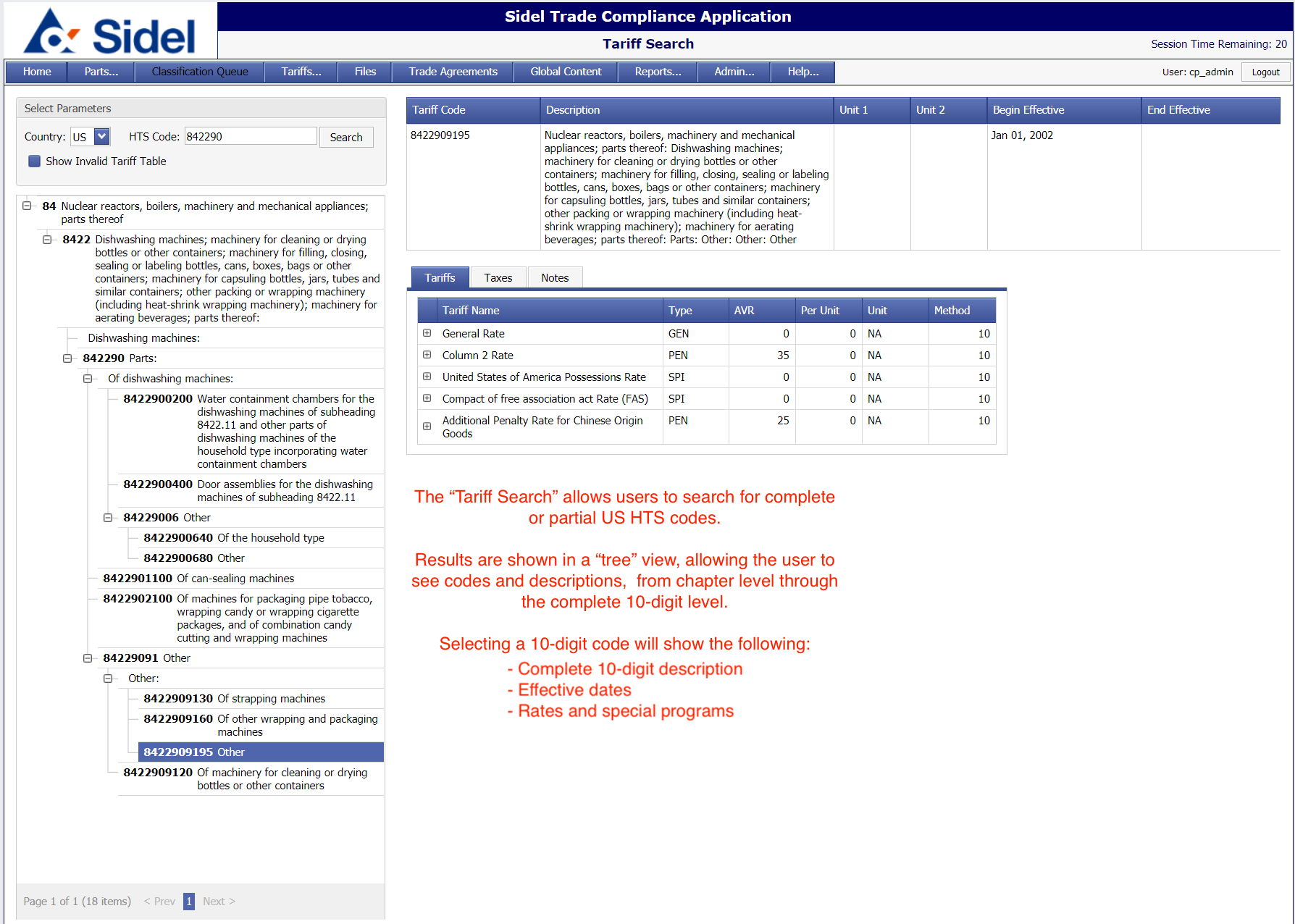
**Sidel Trade Compliance Application – Help File (Sidel)**

1. **Logging into the website**
   1. Go to the following URL in your web browser:
      1. <http://207.195.233.151/>
      2. Enter your User Name & Password in the upper-right area
      3. Click on the “Login” button
   2. 
   3. 
2. **Accessing the Parts/Products Area**
   1. Click on the Parts menu and then select “Part List”
   2. This will take you to the parts search page
   3. 
3. **Searching for parts in the Sidel catalog**
   1. The Parts List page allows you to search for parts using one or more search parameters
   2. 
   3. Clicking the “Search” button without entering any search parameters will return the entire Sidel parts database
   4. 
   5. To search for a single part, enter the part number and click on the “Search” button.
      1. You can enter a partial part number and the application will find all parts starting with the partial number entered.
      2. The search results will be shown in the table below.
   6. 
   7. To search for parts by keyword, enter the keyword(s) and click the “Search” button.
      1. Use the drop-down menu to select how to search:
         1. *Starts*: Will return all parts with a description starting with the keyword(s) entered.
         2. *Contains*: Will return all parts that have a description that contains the keyword(s) entered.
         3. *Ends*: Will return all parts where the description ends with the keyword(s) entered.
   8. 
   9. To search for parts by US HTS code, enter the HTS code and click the “Search” button.
      1. Enter a partial HTS code to find parts at the 6-digit or 8-digit level.
   10. 
   11. To search for parts based on the HTS Status, choose a status and then click the “Search” button.
       1. Invalid: Choose this option to find parts that have an HTS code that is no longer valid.
       2. 
       3. Unassigned: Choose this option to find parts that do not yet have an HTS code assignment.
       4. 
4. **Modifying/Updating Parts**
   1. To modify/update a part, select an item in the search results grid and then click on the “View/Edit Part” button in the page menu.
      1. You may also double-click on an item in the search results grid to go the modify/edit screen.
   2. The following items will be the key fields managed by Sidel in the part edit screen:
      1. Product Number: the Sidel part/product code
      2. Active: this checkbox allows Sidel to make old parts inactive
      3. Short Description: a short description of the product
      4. Long Description: a detailed description of the product; this is the default description shown on the parts search page/results
      5. US HTS Code: the 10-digit US HTS code
      6. Comments: notes/comments about any material change made to a product
      7. Support Files: upload any supporting documentation related to products
   3. 
   4. To add a new comment to the part, click the “Add Comment” button.
      1. Enter your notes/comments for the part and then click on the “update” icon.
   5. 
   6. Assigning the US HTS Code:
      1. If you know the HTS code for the part and want to enter it manually, click on the “Manually Enter New Tariff” button. Enter the 10-digit HTS code and click on the “update” icon.
      2. 
      3. If you are unsure which HTS code to use, you can search for correct code using the “Find New Tariff” function.
         1. Click on the “Find New Tariff” button.
         2. In the pop-up window, enter a partial (6-digit or 8-digit) code in the HTS Code search field and click the “Search” button.
         3. The results will be shown, including descriptions of the sections and complete (10-digit) codes.
         4. Select the 10-digit HTS code you wish to assign & click on the “Add New Tariff” button.
         5. The pop-up window will close & the selected HTS code will be assigned to the product.
      4. 
   7. Viewing Special Tariff Programs/Exceptions
      1. If a special tariff program/exception is associated with the assigned 10-digit HTS code, an indicator (with tariff number) will show below the assigned HTS code.
         1. When you move your mouse/pointer over the indicator/tariff code, the program/exception description will be shown.
      2. 
5. **Creating New Parts**
   1. You can create new parts in two ways:
      1. Create a new part manually, entering all of the information into a blank part form
         1. Click on the “Parts” menu and then select the “Create Part” menu item.
      2. 
      3. Clone an existing part
         1. Go to the part detail/edit screen of the part you want to clone.
         2. Click on the “Clone Part” page menu button.
         3. Enter the new part number and click the “Save” button.
            1. The application will then create a new part using the entered part number and the data from the cloned part.
      4. 
6. **Search US HTS Data**
   1. The “Tariff Search” allows users to search for complete or partial US HTS codes.
   2. Results are shown in a “tree” view, allowing the user to see codes and descriptions, from chapter level through the complete 10-digit level.
   3. Selecting a 10-digit code will show the following:
      1. Complete 10-digit description
      2. Effective dates
      3. Rates and special programs
   4. 
7. **Support**
   1. For support issues contact:
      1. Patrick Doyle
      2. Email: [patrickd@customspoint.com](mailto:patrickd@customspoint.com)
      3. Phone: 512.983.0294